

Town of Rowe
Board of Selectmen – Minutes
Wednesday, January 27, 2016 – 3:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Chair Wilson at 3:00pm.

Present: Chair Wilson, Vice-Chair Gleason, Selectman Quist and Administrative Clerk Janice Boudreau
Peggy Sloan of (FRCOG) and Bob O'Connor (EOEEA)

Minutes:

Motion to accept Minutes of January 6, 2016: Upon review, a motion was made by Vice-Chair Gleason to accept the Minutes of January 6, 2016 as presented. The motion, seconded by Selectman Quist, was accepted. (2/0/1)
Chair Wilson abstained from the vote.

Old Business

1. Review Policies Enacted in 2015: Select Board members reviewed and revised the Accounting Policies. The Ice and Snow Mailbox Replacement Policy was reviewed and it was agreed to have Highway Superintendent review prior to adopting.
2. Key Organization: Administrative Clerk reported that the locksmith was coming on Friday to provide a master key for Town Hall locks that did not have duplicates.
3. Discuss Executive Secretary Position: Select Board Members discussed the Administrative Clerk position and whether the name best fit the position given the increase of duties. Chair Wilson thought that the title of Executive Secretary better fit the current job description. It was agreed to review the pay scale with Finance Committee.
4. Employee Benefits: Consider Exempt Employees: Chair Wilson reported that she will be hearing from Town Counsel regarding employee benefits and the proposed changes of the Personnel Policy Manual.
5. Schedule Harper's Payroll to Create Accrued Employee Leave Balances in System and on Pay Stubs: Chair Wilson reported speaking with Town Treasurer about having Harper's Payroll come in to discuss details about the reporting and recording of Leave balances in the system and on employee pay stubs.
6. Review Vaughn Tower's Recommendations: Select Board Members reviewed Vaughn Tower's recommendations following interior and exterior inspections of Town Buildings. It was agreed to forward to Department Heads as well as consider which projects to address in the next fiscal year.

7. Assessors Overlay: Select Board Members reviewed the Memo presented from the Board of Assessors regarding Assessors Overlay amounts certified as Surplus amounts. There was a total of \$98,222.43 in Surplus Amounts from FY2010 to FY2015 that the Select Board could request to be transferred into Reserve Funds. It was agreed to review amounts and consider voting to transfer amounts and target projects for the funds.

New Business

1. 3:00pm - Mohawk Woodlands Partnership: Selectboard member Quist gave a short overview of the proposed project and introduced Peggy Sloan of Franklin Regional Council of Governments (FRCOG) and Bob O'Connor of Executive Office of Environmental and Energy Affairs (EOEEA) who in turn gave a more detailed explanation of the Mohawk Trail Partnership Program they are developing. Ms. Sloan said the Partnership Plan focused on promoting forest conservation practices, economic development and land protection opportunities. She said that representatives from 11 Franklin County and 10 Berkshire towns were participating in the planning sessions. Many towns were initially concerned with removal of land from the taxable roles because some were struggling with financial sustainability. In this case land protection would be through conservation restrictions, not necessarily purchases. Materials were presented and a request for a letter of support letter would be forthcoming.

2. Report by Chair Wilson on Preliminary Meeting with School Committee Chair: Chair Wilson reported that the School Committee would like to set up a meeting with Select Board Members and Finance Committee and Mohawk Trail Regional School District (MTRSD) Superintendent and Business Manager to determine whether Rowe should rejoin MTRSD for grades 7-12. A meeting was scheduled for Monday, February 1, 2016.

3. Consider Municipal Audit: Chair Wilson asked Board members to consider having a municipal audit since one had not been done since 2012. Following discussion it was agreed to do so and prepare a 'Request for Proposal' and advertise.

4. Discuss Cross Training for Payroll: Chair Wilson said she had spoken with Tracey Baronas who agreed to be trained for payroll preparation to cover for Sandy Daviau in her absence and have the position completely cross trained. Select Board Members agreed it was sound practice.

5. Discuss OPEB/ Establishment of Fund and Funding for it: Chair Wilson said that there was a lack of funding to cover retirees on Health Insurance and that it was a sound fiscal plan to fund an account called Other Post Employee Benefits (OPEB). She proposed that Board Members consider adding \$20,000.00 to start the fund in the coming fiscal year. She said it would be discussed further at budget discussions.

6. Explore Mass. Group Insurance Commission (GIC): Chair Wilson reported investigating the Mass Group Insurance Commission and what they offered for Health Insurance in an effort to reduce insurance costs and found it was not a good option for Rowe.

7. 5:00pm -Fire Chief at 5pm to Present Concerns re: Equipment: Rescheduled for February 10th due to scheduling conflicts.

8. Consider requesting a Financial Management Update by Mass DOR: Chair Wilson reported that Rowe could have the Department of Revenue conduct a free audit to review the Town's process and systems. Chair Wilson said she would send a copy of a sample report to Board Members to familiarize them with the report.

9. Review Employee Leave Accruals and Remind Them of Limits: Chair Wilson said that all Department employees Leave accruals needed to be assessed and reminded of limits. It was agreed to do so in the near future.

10. Administrative Clerk Updates: Janice Boudreau provided updates about progress implementing the Department of Environmental Protection compliance requests and having copies made of town hall keys duplicated that had none on file.

Warrants: Review FY16W15 and FY16PW15

Adjournment: Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 6:30 p.m. The motion, seconded by Selectman Quist, was unanimously accepted.
(3/0/0)


Respectfully Submitted,

Janice Boudreau


Approval Date:

February 19, 2016

Approved:


Marilyn Wilson, Chair


Susan Gleason, Vice-Chair


Walter J. Quist, Selectman

Attachments:

- Agenda 1/27/16
- Snow & Ice Mailbox Replacement Policy
- Accountant Policies (7 pgs)
- Mohawk Trail Woodlands Partnership Business Plan (7 pgs)
- Mohawk Trail Woodlands Partnership handout (7 pgs)
- Vaughn Tower 2015 Building Report (8 pgs)